



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 1050.3A
BUMED-91
5 Sep 97

BUMED INSTRUCTION 1050.3A

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: LIBERTY AND LEAVE FOR NAVAL PERSONNEL

Ref: (a) MILPERSMAN

1. Purpose. To set forth the policy and procedures regarding liberty and leave for naval personnel on duty at the Bureau of Medicine and Surgery (BUMED).

2. Cancellation. BUMEDINST 1050.3.

3. Regular Working Hours. Regular working hours are from 0730 to 1630, Monday through Friday.

4. Liberty

a. Administration. Reference (a) contains regulations governing the granting of liberty.

b. Definition. Liberty is defined as any authorized absence granted for short periods, at the end of which the member is actually onboard or in the location from which the member commutes to work. Liberty is not chargeable as leave and shall not be taken in conjunction with leave or used to extend leave periods.

c. Policy

(1) Liberty is granted for short periods of absence from duty such as from the end of regular working hours on 1 day to the start of working hours on the following day. On weekends, regular liberty is normally authorized to start at the end of the working hours on Friday, expiring at the start of working hours on Monday. Public holidays extended by the President beyond 72 hours are considered regular liberty.

(a) Special liberty is granted outside of regular liberty periods for unusual reasons, such as emergencies, to exercise voting responsibilities of citizenship, for the observance of major religious events, or for special recognition.

(b) A 3-day special liberty starts at the end of normal working hours on a given day and expires with the start of normal working hours on the 4th day. For example, a 3-day special liberty could start at 1630 on Monday and expire at 0730 on Friday.

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(c) A 4-day special liberty starts at the end of normal working hours on a given day and expires with the start of normal working hours on the 5th day, and including at least 2 consecutive nonwork days. For example, a 4-day special liberty could start at 1630 on Wednesday and expire at 0730 on Monday.

(d) The following public holidays are set up by law and shall be observed, except when military operations prevent:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
President's Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

When one of the holidays falls on Saturday or Sunday, and the preceding Friday or following Monday is observed as a holiday, liberty may be granted for the day observed as the holiday.

(2) Special liberty and leave shall not be combined when leaving the immediate geographic area of the duty station. Do not grant liberty periods in succession or use the series by immediately recommencing after return to duty.

(3) Personnel pending nonjudicial punishment, administrative discharge, court-martial, or similar actions, shall not be granted special liberty, except when authorized by the legal officer and the division director.

(4) Military personnel reporting for duty after regular working hours or on weekends may be granted liberty until the start of the next working day.

d. Granting of Liberty

(1) Deputy Chief. The Deputy Chief, BUMED has the authority to grant liberty to members of this command subject to supplementary directions issued by higher authority.

(2) Assistant Chiefs. The assistant chiefs have the authority to grant liberty to members within their respective codes subject to supplementary directions issued by higher authority.

(3) Commanding Officer, Enlisted Staff. The Commanding Officer, Enlisted Staff may grant special liberty subject to supplementary directions issued by higher authority and consistent with operational requirements.

(4) Division Directors. Each division director may grant special liberty to his or her personnel, subject to supplementary directions given by higher authority and consistent with operational requirements.

(5) Requests for 4-Day Liberty. Requests for 4-day liberty may only be granted by the Deputy Chief, BUMED; assistant chiefs; or the Commanding Officer, Enlisted Staff.

5. Leave

a. Definition. Leave is the authorized absence of a member from his or her place of duty, chargeable against the member per the Armed Forces Leave Act of 1946, as amended.

b. Policy. Experience has shown that vacations and short periods of rest from duty provide benefits to health and welfare which are essential to maintain maximum effectiveness. Members are encouraged to request at least one leave period of 14 days and several shorter periods of leave during the year.

c. Administration. The Leave Program is governed by article 3020020 of reference (a). Types of leave are defined as follows:

(1) Earned Leave. Leave accrued to the member's credit as of any given date. Leave is earned at the rate of 2 1/2 days per month.

(2) Advanced Leave. Leave granted before its actual accrual to the member's account, based on a reasonable expectation that it will be earned by the member during the remaining period of obligated active duty.

(3) Excess Leave. Leave granted in excess of earned and advance leave during which the member is not entitled to pay and allowances.

(4) Emergency Leave. Leave granted for a personal or family emergency requiring the member's presence. Emergency leave is chargeable to the member's leave account.

(5) Retirement. To preclude the loss of leave and to minimize use of accrued leave, leave may be granted at the time of retirement without the necessity of returning to the separation site.

(6) Convalescent Leave. Leave granted to members under medical care for sickness or wounds and not yet fit for duty. This is considered part of treatment and is not chargeable to the member's leave account. The member must submit a request for

convalescent leave via the chain of command. This includes maternity leave.

(7) Separation Leave. Leave granted before separation or discharge from the naval service. The member is processed for separation before departure and is not required to return to a place of separation upon expiration of leave.

(8) Hospitalization While on Leave. Personnel hospitalized (in a civilian or military MTF) or placed "sick in quarters" (SIQ) status by a civilian or military physician while on leave shall not be charged with leave for the period of hospitalization or SIQ status insofar as leave accounting is concerned. Personnel admitted to a civilian MTF or placed on SIQ by a civilian physician shall ensure that the command is notified, as feasibly practical. (See reference (a), article 3020100.)

(9) Absences Over Leave or Liberty. When personnel are absent more than 1 day over authorized leave, if determined to be unavoidable or absent over 1 day of liberty, if excused as unavoidable, the time in excess of 1 day shall be charged against their leave account. (See reference (a), article 3020220.)

(10) Leave During Temporary Duty or Temporary Additional Duty (TAD). When leave is granted at a TAD station, the original leave authorization shall be forwarded to the parent command for proper accounting. Leave shall be granted with TAD whenever requested and operationally feasible. Requests for leave in conjunction with TAD shall be submitted for approval separately from the TAD request so appropriate accounting can be done. (See reference (a), articles 3020320 through 3020340.)

d. Granting of Leave

(1) All personnel shall submit a Leave Request/Authorization, NAVCOMPT 3065 (Rev. 2-83), for signature approval in block 23 as follows:

(a) Assistant chiefs submit to the Deputy Chief (MED-09).

(b) Division directors (officers) submit to the cognizant deputy assistant chief.

(c) Officers submit to the cognizant division director. Watchstanders submit via the senior watch officer.

(d) Chief petty officers, E-8 and above, submit to the cognizant division director. All watchstanders submit via senior watch officer to the division director.

(e) Enlisted, E-6 and below, submit to the cognizant division director via the watchbill coordinator.

(2) Submit approved leave requests to the Administrative Services Office for assignment of a leave control number 10 working days before commencement of leave. Approved leave requests are available at the Information Desk in Building 5 on the last working day before the beginning of the leave period.

(a) Emergency Leave. During normal working hours, requests for emergency leave shall be processed and approved in the same manner as prescribed for regular leave, except the 10-day notice requirement is waived. During nonworking hours, the BUMED duty officer is delegated authority to approve emergency leave requests.

(b) Leave for Duty Personnel. Watches assigned to the member requesting leave after the watchbill has been published are the responsibility of the requestor. Supernumerary watches will be provided for personnel requesting leave of 4 days or more when the leave requested is granted before publication of the watchbill.

(c) Leave for Members of Boards and Committees. Personnel who are members of any boards or committees shall indicate such requests through regular channels, and submit it via the head of the board or committee if a meeting is scheduled during the leave period.

(3) Check-in and Check-out. Personnel departing on or returning from leave are no longer required to check-in and check-out by telephone through the BUMED duty officer.

(a) Each member is cautioned to be in the immediate vicinity of his or her duty station (residence from which the member commutes daily to and from work) upon commencement and termination of leave.

(b) Members unaccompanied by family who are authorized to spend normal liberty periods at their primary residence and whose leave period begins or ends with a weekend liberty period, are authorized to check-out and check-in from that residence.

(c) While on leave, personnel must have part 1 of NAVCOMPT 3065 in their possession.

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(d) The member shall enter the time and date of commencement and termination of leave in blocks 27 and 28, as appropriate, noting the time and date on part 1 of the leave authorization. Members are required to sign the entry.

(e) The member shall return part 1 of the Leave Request Authorization to the Administrative Services Office at the commencement of the next regular working day subsequent to the termination of leave.

(f) Those personnel who fail to return their Leave Request Authorization, Part 1, noting check-out and check-in time, date and signature in blocks 27 and 28, shall be charged the full amount reflected on the original leave authorization regardless of the actual amount of leave taken. It is advisable to retain a copy of the Part 1 in case of any leave and earning statement discrepancies.

(4) Day of Departure or Return. Following paragraph 1, article 3020180 of reference (a), annual leave may commence at any time on a day of duty. If leave commences after the expiration of the member's normal working hours, the day of departure from the duty station is a day of duty not charged as leave. If no duties are scheduled for that day (e.g., regular day off), leave may commence any time during the day. The day of return is counted as a day of leave, except when such return is made at or before the commencement of the member's normal working hours.

(5) Extension of Leave. The member's immediate supervisor may grant an extension of leave during normal working hours. During nonworking hours, leave extensions may be granted by the BUMED Duty Officer until the next working day.

(6) Leave Cancellation. Personnel electing, or directed to cancel leave shall do so in writing to the Administrative Services Office via their chain of command. The original Part 1 must be returned to the leave desk to avoid being erroneously charged leave.

6. Form. NAVCOMPT 3065 (Rev. 2-83), Leave Request Authorization is available from the BUMED Supply Room, Building 5, room 5000.


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Deputy